

NAVSTA NORVA INSTRUCTION 5600.3

Subj: RESPONSIBILITIES FOR MANAGEMENT AND CONTROL OF
REPROGRAPHICS
PROGRAM

Ref: (a) SECNAVINST 5600.22

Encl: (1) Duplicating/Reproduction Equipment Request (OPNAV 5600/15)
(2) Copy Limit Sign
(3) Production Log

1. Purpose. To define specific responsibilities for the proper management and control of reprographic equipment and related services in compliance with reference (a) and to prescribe local procedures to ensure funds are used effectively. Enclosures (1) through (3) are provided to aid in the administration of the program.

2. Scope. This instruction encompasses all activities assigned to Naval Station, Norfolk.

3. Background. Reference (a) establishes policy and procedures for an effective reprographics program within the Department of the Navy for all shore installations. This instruction implements guidelines for all departments at Naval Station, Norfolk, to ensure reprographic equipment is efficiently acquired, managed and used in a manner commensurate with the needs of the Navy.

4. Definitions

a. Reprographic equipment. Copiers specifically associated with office use that produce a facsimile of page sized documents and operates at a speed of 50 copies per minute or less.

b. Low-volume copier. A copier which has a rated speed from 1-19 copies per minute which does not require Defense Printing Service Detachment Office (DPS), Norfolk, approval. DPS was formerly known as Navy Publishing and Printing Service Detachment Office (NPPSDO), Norfolk.

c. Mid-volume copier. A copier which has a rated speed from 20-49 copies per minute which requires DPS Norfolk approval.

5. Responsibilities. Department Heads/Special Assistants will be responsible for the physical control and financial aspects of reprographic equipment within their respective areas as outlined in this instruction.

6. General Guidelines

a. Prior to receipt of any copier resulting from channels other than open purchase, approval must be obtained from the Reprographics Program Manager. This policy applies regardless of the manner of acquisition which may be by, but is not limited to, purchase, donation, transfer and specifically includes equipment obtained from the Material Requirements Division, Supply Department.

b. Report all proposed interactivity transfers to the Supply Officer.

c. Appoint a custodian to monitor control copy usage, post a copy limit form, enclosure (2), and, if desired, maintain a production log, enclosure (3).

d. When excess copy costs are incurred departmental OPTARs will have to absorb additional costs, unless excess copy usage limit is already allowed on maintenance contract.

e. Ensure the relieving custodian has read and understands this instruction prior to turnover from predecessor.

f. When appropriate, replace multiple small copiers with large volume copier.

7. Action

a. Supply Officer. Act as Reprographics Program Manager and as such perform the following functions:

(1) Provide for timely review and approval action for reprographic equipment, acquisition, transfer, and disposal.

(2) Screen and forward copier requests to DPS Norfolk.

(3) Maintain reprographic equipment as minor property.

(4) Review existing department reprographic equipment and make recommendations to ensure optimum economy of operation while meeting command needs.

b. Department Heads/Special Assistants

(1) Ensure funds are available for purchase prior to submission of copier requests. Requisitions must be signed by the Department Head.

- (2) For low-volume copier submit DD-1348 to Supply Department for purchase.
- (3) For mid-volume copier, submit request/justification to Supply Officer for reprographic equipment using enclosure (1).
- (4) Upon receipt of approval letter and assignment of Acquisition Number from DPS Norfolk, attach form to a purchase request DD-1348 and forward to the Supply Officer.
- (5) The approval letter from DPS Norfolk will contain up to three equipment alternatives which will meet actual requirements. The associated operating costs will be indicated as well as a lease-purchase analysis. Departments are required to choose one of the alternatives.
- (6) Upon receipt of the copier, return Reprographic Equipment Cost Comparison denoting the date equipment received, equipment model, serial number and disposition of previous copier (if on hand) to the Supply Officer.

C. E. WEAVER

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List 1A